CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JUNE 10, 2020

Regular Meeting | **661 South George Street, Charles Town, WV 25414** | **4:00 PM**

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   Approval of May 27, 2020 Regular Meeting Minutes
   UB Minutes May 27, 2020.pdf

2. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

   Until such time as Governor Justice revokes Executive Order 09-20 or any subsequent executive order that is primarily intended to address the public health emergency and spread of COVID-19 by restricting public gatherings and invoking physical distancing, public access to the meeting room will be restricted. Members of the public may still submit written comments to kstolipher@ctubwv.com that will be read aloud. Up to 20 minutes of time will be allotted for reading public comments.

3. **ACTION ITEMS**
   a. Route 9 Sewer Project Draw Resolution No. 04 - Contractor Pay Application No. 004 and Hatch Invoices
      Resolution No. 4 SES Pay Application 004.pdf
   b. Appointment of Interim Secretary and Interim Treasurer

4. **REPORTS**
   a. GDF Renewal and Replacement Project Presentation
      Renewal Replacement Project Summary June 2020.pdf

5. **CHAIRMAN UPDATES**
   a. Update on Return to Work Plan
   b. Update on Personnel Hiring Action

6. **UTILITY MANAGER REPORT**
   a. Utility Manager Report for 06-10-2020 Meeting

Utility Manager Report 6-10-20.pdf

7. **APPROVAL OF BILLS**
   a. Approval of Bills
      06082020.pdf

8. **ADJOURNMENT**

May 27, 2020

The Charles Town Utility Board held a regular meeting on May 27, 2020 at 4:00 p.m. at 661 S. George Street. Members of the Board present were Daryl Hennessy, Pete Kubic, Duke Pierson, Kevin Tester, and Jacquelyn Milliron. Also present were Jane Arnett, Kristen Stolipher, April Shultz and Hoy Shingleton. The Chairman called for changes or corrections to the May 13, 2020 regular meeting minutes. Jacquelyn had a comment on a report from John Kunkle, but had no changes. The Board approved the minutes as presented. One public comment was received and read into the record by the Chairman.

Next the Board went into Executive Session to discuss the briefing by Hoy Shingleton – Alternate Sewer Mainline Agreement filed November 12, 2002 and approved by the WV Public Service Commission in Case No. 02-1791-PSD-PC by and between the Jefferson County Public Service District and Robert K. Wormald, Inc. and subsequently amended August 7, 2017, as relates to current request from Beallair under: the WV State Code Section §6-9A-4(b) (9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters. The Board also addressed Richard Lewis – Briefing on Jefferson County Foundation, Inc. et al. v. WVDEP, Appeal No. 20-04-EQB and Rural Agricultural Defenders, et al. v. WVDEP, Appeal No. 20-05-EQB: the WV State Code Section §6-9A-4(b)(12) – To discuss a matter of ongoing litigation. By motion from Duke, second by Pete, the Board convened into executive session at 4:05 p.m. The Chairman declared the executive session over at 5:15 p.m.

The Chairman next opened the floor for discussion on the Third Lease Amendment for Verizon at Keyes Ferry ($0 amendment to allow Verizon to replace certain antennas and reduce their allowable loading under the lease). Kristen noted this involves changing out of equipment with no increase to the lease. Motion by Kevin, second by Duke, with discussion from Jacquelyn, the Board approved the Third Lease Amendment for Verizon. Next discussed was the RK&K Project Summary Update by John Cole. He provided a summary on the various tasks he is working on, both pending and completed. Jacquelyn had several questions regarding the task orders.

The Chairman next discussed items under the Chairman's Requests. He provided the Council voted to remove the special emergency pay ending no later than May 21 and continue to bring staff back through a developed plan. The Chairman noted the job posting for a Utility Manager is ready to post next week, accepting applications until July 2nd. Ashley will consolidate all applications until the Board is ready to start the screening process. The Chairman also discussed developing a mission statement per Jacquelyn's request. He will strategize with her and bring back to the Board for discussion at a later time. Lastly mentioned was Council approved the 2nd reading of Article 147.

The Manager congratulated Kevin on becoming the newest City Council member therefore giving up his seat on the Utility Board. She suggested appointing Ashley Stottlemyer as Secretary next meeting and Pete Kubic as interim Treasurer, since he has signature authority. The Board will vote on officer appointments in July after a new member is appointed.

By motion from Kevin, second by Pete, with discussion from Jacqulyn, the Board approved the payment of bills. Before the meeting adjourned, Kevin gave a brief speech highlighting his tenure as a Board member and his commitment to staying engaged as a Councilman. The May

27, 2020 regular meeting adjourned at 5:45 p.m. The June 10th regular meeting will be held at the CTUB office located at 661 S. George Street.

_____ _____

Chairman Secretary

CHARLES TOWN UTILITY BOARD
ROUTE 9 SEWER PROJECT

RESOLUTION NO. 4

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE ROUTE 9 SEWER PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board has reviewed the invoices attached hereto and incorporated herein by reference relation to the project funded by ROXUL USA, Inc., dba ROCKWOOL under an Alternate Mainline Extension Agreement (WV PSC Case No. 191025-S-PC, approved November 22, 2019) and the Escrow Agreement dated October 11, 2019.

a) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made.

b) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.

c) That each of such costs has been otherwise properly incurred.

d) That the payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 04, and HATCH Invoice No. 90746225 per the attached Schedule B (See Column - Resolution No. 4) as summarized below, is hereby authorized and directed.

Vendor	Route 9 Sewer Project
Snyder Environmental Services, Inc.	$1,114,717.05
HATCH	$93,693.87
Total	**$1,208,410.92**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 10th day of June 2020.

By: _____
Daryl Hennessy, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 04

Application Period: 5-2-2020 to 5-29-2020

To (Owner): **Charles Town Utility Board**	From (Contractor): **Snyder Environmental Services**	Via (Engineer): **Hatch Associates Consultants, Inc.**
Project: **Route 9 Sewer Project Ranson, WV**	Contract:	
Owner's Contract No.:	Contractor's Project No.: 20018	Engineer's Project No.: **H-359787**

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
01		$1,162,000.00
02		$1,177,551.00
03	$902,406.49	
04		$75,000.00
05		$26,160.87
TOTALS	$902,406.49	$2,440,711.87
NET CHANGE BY CHANGE ORDERS	**-$1,538,305.38**	

1. **ORIGINAL CONTRACT PRICE**	$	**$8,453,848.00**
2. **Net change by Change Orders**	$	**-$1,538,305.38**
3. **Current Contract Price (Line 1 ± 2)**	$	**$6,915,542.62**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	$	**$4,682,524.93**
5. **RETAINAGE:**		
a. 10% X $3,457,771.31 **Work Completed**	$	**$345,777.13**
b. 10% X $10,505.29 **Stored Material**	$	**$1,050.53**
c. **Total Retainage (Line 5.a + Line 5.b)**	$	**$346,827.66**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$4,335,697.27**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$3,220,980.23**
8. **AMOUNT DUE THIS APPLICATION**	$	**$1,114,717.05**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$2,579,845.35**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Brandon L. Snyder Date: 06/01/2020

Payment of: $ 1,114,717.05
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ June 4, 2020
(Engineer) (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Approved by: _____ _____
Funding or Financing Entity (if applicable) (Date)

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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	04
Application Period:	5-2-2020 to 5-29-2020	Application Date:	5/29/2020
Engineer's Project Number:	H-359787		

A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Work Completed: Quantity Installed this Period	Work Completed: Value of Work Installed This Period	Work Completed: Quantity Installed to Date	Work Completed: Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100	**MOBILIZATION**												
101	MOBILIZE EQUIPMENT	1.00	LS	$ 300,000.00	$ 300,000.00	0.10	$ 30,000.00	0.90	$270,000.00		$270,000.00	90.0%	$ 30,000.00
102	BLASTING STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00		$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
103	CONSTRUCTION STAKEOUT	1.00	LS	$ 75,000.00	$ 75,000.00		$ -	1.00	$75,000.00		$75,000.00	100.0%	$ -
104	VIDEO DOCUMENTATION	1.00	LS	$ 25,000.00	$ 25,000.00		$ -	1.00	$25,000.00		$25,000.00	100.0%	$ -
105	SUBMITTALS	1.00	LS	$ 25,000.00	$ 25,000.00	0.20	$ 5,000.00	0.95	$23,750.00		$23,750.00	95.0%	$ 1,250.00
106	BONDS & INSURANCE	1.00	LS	$ 100,000.00	$ 100,000.00		$ -	1.00	$100,000.00		$100,000.00	100.0%	$ -
200	TRAFFIC CONTROL	1.00	LS	$ 27,700.00	$ 27,700.00	0.25	$ 6,925.00	0.75	$20,775.00		$20,775.00	75.0%	$ 6,925.00
300	EROSION AND SEDIMENT CONTROL	1.00	LS	$ 60,000.00	$ 60,000.00	0.25	$ 15,000.00	0.75	$45,000.00		$45,000.00	75.0%	$ 15,000.00
400	GRAVITY SEWER 6" & 8", OPEN CUT	1,085.00	LF	$ 107.00	$ 116,095.00	49.00	$ 5,243.00	1085.00	$116,095.00		$116,095.00	100.0%	$ -
500	GRAVITY SEWER 10", OPEN CUT	1,014.00	LF	$ 101.00	$ 102,414.00	828.00	$ 83,628.00	844.00	$85,244.00	$899.69	$86,143.69	84.1%	$ 16,270.31
600	GRAVITY SEWER 12", OPEN CUT	3,567.00	LF	$ 119.00	$ 424,473.00	2963.00	$ 352,597.00	3567.00	$424,473.00		$424,473.00	100.0%	$ -
700	GRAVITY SEWER 15", OPEN CUT	3,776.00	LF	$ 130.00	$ 490,880.00	0	$ -	3586.00	$466,180.00	$724.12	$466,904.12	95.1%	$ 23,975.88
800	FORCE-MAIN (6"-4") OPEN CUT	4,149.00	LF	$ 121.00	$ 502,029.00	17.00	$ 2,057.00	3927.00	$475,167.00	$1,288.93	$476,455.93	94.9%	$ 25,573.07
900	FORCE-MAIN (6"-4") IN EX. RT. 9 CASING	265.00	LF	$ 252.00	$ 66,780.00	0	$ -						$ 66,780.00
1000	FORCE-MAIN (6"-4") AIR VAULT & INTERNALS	6.00	EA	$ 8,370.00	$ 50,220.00	6.00	$ 50,220.00	8.00	$66,960.00		$66,960.00	133.3%	$ (16,740.00)
1300	FORCE-MAIN (8"-6"-8") OPEN CUT	11,646.00	LF	$ 93.00	$ 1,083,078.00	652.00	$ 60,636.00	11646.00	$1,083,078.00		$1,083,078.00	100.0%	$ -
1400	FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	21.00	EA	$ 8,370.00	$ 175,770.00	4.00	$ 33,480.00	19.00	$159,030.00	$906.57	$159,936.57	91.0%	$ 15,833.43
1700	FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED	2,000.00	LBS	$ 7.00	$ 14,000.00	0	$ -						$ 14,000.00
1800	CONCRETE CLASS B, IF DIRECTED	100.00	CY	$ 435.00	$ 43,500.00	0	$ -						$ 43,500.00
1900	CASING 24" BORED, W/ 10" GRAVITY SEWER	62.00	LF	$ 540.00	$ 33,480.00	65.00	$ 35,100.00	65.00	$35,100.00		$35,100.00	104.8%	$ (1,620.00)
2000	CASING 24" BORED, W/ 12" GRAVITY SEWER	94.00	LF	$ 532.00	$ 50,008.00	0	$ -	94.00	$50,008.00		$50,008.00	100.0%	$ -
2100	CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS	130.00	LF	$ 596.00	$ 77,480.00	0	$ -						$ 77,480.00
2200	CASING 30" BORED, W/ 15" GRAVITY SEWER	162.00	LF	$ 779.00	$ 126,198.00	25.00	$ 19,475.00	111.00	$86,469.00	$6,685.98	$93,154.98	73.8%	$ 33,043.02
2300	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	141.00	LF	$ 692.00	$ 97,572.00	0	$ -	205.00	$141,860.00		$141,860.00	145.4%	$ (44,288.00)
2600	MANHOLE, 4'-DIA. (UP TO 6' DEEP)	44.00	EA	$ 7,630.00	$ 335,720.00	18.00	$ 137,340.00	40.00	$305,200.00		$305,200.00	90.9%	$ 30,520.00
2700	MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	1.00	$ 7,500.00	1.00	$7,500.00		$7,500.00	100.0%	$ -
2800	MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)	1.00	EA	$ 7,500.00	$ 7,500.00	1.00	$ 7,500.00	1.00	$7,500.00		$7,500.00	100.0%	$ -
2900	MANHOLE EXTENSION, 4'-DIA.	130.00	VF	$ 167.00	$ 21,710.00	23.02	$ 3,844.34	104.03	$17,373.01		$17,373.01	80.0%	$ 4,336.99
3000	MANHOLE DROP CONNECTION, TYPE A	1.00	EA	$ 3,550.00	$ 3,550.00	0	$ -	1.00	$3,550.00		$3,550.00	100.0%	$ -
3100	MANHOLE DROP CONNECTION, TYPE B	5.00	EA	$ 5,000.00	$ 25,000.00	1.00	$ 5,000.00	4.00	$20,000.00		$20,000.00	80.0%	$ 5,000.00
3200	MANHOLE BV-22, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	1.00	$ 13,500.00	1.00	$13,500.00		$13,500.00	100.0%	$ -
3300	MANHOLE CH-20, FOR TRANSITION	1.00	EA	$ 13,500.00	$ 13,500.00	1.00	$ 13,500.00	1.00	$13,500.00		$13,500.00	100.0%	$ -
3400	SEWER MARKER	98.00	EA	$ 105.00	$ 10,290.00	0	$ -						$ 10,290.00
3500	CONNECTION TO EX. FACILITIES, AT MANHOLE 11V	1.00	LS	$ 7,500.00	$ 7,500.00	0	$ -						$ 7,500.00
3600	CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03	1.00	LS	$ 7,500.00	$ 7,500.00	1.00	$ 7,500.00	1.00	$7,500.00		$7,500.00	100.0%	$ -
3700	CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02	1.00	LS	$ 7,500.00	$ 7,500.00	1.00	$ 7,500.00	1.00	$7,500.00		$7,500.00	100.0%	$ -
3800	**PUMP STATION, WAR ADMIRAL**						$ -						$ -
3801	MOBILIZATION	1.00	LS	$ 21,700.00	$ 21,700.00	0.25	$ 5,425.00	0.50	$10,850.00		$10,850.00	50.0%	$ 10,850.00
3802	EXCAVATION	1.00	LS	$ 120,000.00	$ 120,000.00	0.90	$ 108,000.00	1.00	$120,000.00		$120,000.00	100.0%	$ -
3803	SET WET WELL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
3804	VALVE VAULT	1.00	LS	$ 75,000.00	$ 75,000.00	0	$ -						$ 75,000.00
3805	BACKFILL	1.00	LS	$ 25,000.00	$ 25,000.00	0	$ -						$ 25,000.00
3806	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 66,000.00	$ 66,000.00	0	$ -						$ 66,000.00
3807	AIR INJECTION VAULT & EQUIPMENT	1.00	LS	$ 54,675.00	$ 54,675.00	1.00	$ 54,675.00	1.00	$54,675.00		$54,675.00	100.0%	$ -
3808	PUMPS	1.00	LS	$ 195,000.00	$ 195,000.00		$ -						$ 195,000.00
3809	CONTROLS	1.00	LS	$ 110,000.00	$ 110,000.00	0	$ -						$ 110,000.00
3810	FETTERVILLE BUILDING	1.00	LS	$ 53,100.00	$ 53,100.00	0.10	$ 5,500.00	0.10	$5,500.00		$5,500.00	10.4%	$ 47,600.00
3811	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00
3812	GENERATOR	1.00	LS	$ 67,500.00	$ 67,500.00	0	$ -						$ 67,500.00
3813	ELECTRIC	1.00	LS	$ 167,500.00	$ 167,500.00	0	$ -						$ 167,500.00
3814	START UP	1.00	LS	$ 20,000.00	$ 20,000.00	0	$ -						$ 20,000.00

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	04
Application Period:	5-2-2020 to 5-29-2020	Application Date:	5/29/2020
Engineer's Project Number:	H-359787		

A					B	C		D		E	F		G
Bid Item Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Work Completed: Quantity Installed this Period	Work Completed: Value of Work Installed This Period	Work Completed: Quantity Installed to Date	Work Completed: Value of Work Installed to Date	Materials PresentlyStored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
3815	PAVING	1.00	LS	$ 33,000.00	$ 33,000.00	0	$ -						$ 33,000.00
3816	RESTORATION	1.00	LS	$ 22,590.00	$ 22,590.00	0	$ -						$ 22,590.00
3817	FENCE	1.00	LS	$ 15,000.00	$ 15,000.00	0	$ -						$ 15,000.00
4000	RESTORATION, STATE (WVDOH) ROAD	290.00	SY	$ 76.00	$ 22,040.00	0	$ -						$ 22,040.00
4100	RESTORATION, ASPHALT DRIVEWAY	320.00	SY	$ 62.00	$ 19,840.00	0	$ -						$ 19,840.00
4200	RESTORATION, ASPHALT BIKE PATH	140.00	SY	$ 315.00	$ 44,100.00	0	$ -						$ 44,100.00
4300	RESTORATION, GRAVEL ROAD OR DRIVE	2,170.00	SY	$ 15.00	$ 32,550.00	0	$ -						$ 32,550.00
4400	RESTORATION, UNIMPROVED (GRASS) SURFACE	80,460.00	SY	$ 3.00	$ 241,380.00	13751.00	$ 41,253.00	74946.00	$224,838.00		$224,838.00	93.1%	$ 16,542.00
4500	CULVERT 12" TO 30", OPEN CUT	60.00	LF	$ 150.00	$ 9,000.00	0	$ -						$ 9,000.00
4600	ABANDONMENT OF WATER WELL	1.00	LS	$ 3,000.00	$ 3,000.00	0	$ -						$ 3,000.00
4700	EXCAVATION AND BACKFILLING BELOW SUBGRADE	500.00	CY	$ 45.00	$ 22,500.00	0	$ -						$ 22,500.00
4800	ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP	25.00	CY	$ 30.00	$ 750.00	0	$ -						$ 750.00
4900	ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5000	ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5100	ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL	25.00	CY	$ 50.00	$ 1,250.00	0	$ -						$ 1,250.00
5200	ALLOWANCE - SINKHOLE REPAIR, RIP-RAP	25.00	CY	$ 75.00	$ 1,875.00	0	$ -						$ 1,875.00
5300	ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE	500.00	SF	$ 10.00	$ 5,000.00	0	$ -						$ 5,000.00
5400	**PUMP STATION, NORTHPORT**						$ -						$ -
5401	MOBILIZATION	1.00	LS	$ 20,022.00	$ 20,022.00	0.25	$ 5,005.50	0.25	$5,005.50		$5,005.50	25.0%	$ 15,016.50
5402	EXCAVATION	1.00	LS	$ 100,000.00	$ 100,000.00	0.50	$ 50,000.00	0.50	$50,000.00		$50,000.00	50.0%	$ 50,000.00
5403	SET WET WELL	1.00	LS	$ 30,223.49	$ 30,223.49	0	$ -						$ 30,223.49
5404	VALVE VAULT	1.00	LS	$ 59,400.00	$ 59,400.00	0	$ -						$ 59,400.00
5405	BACKFILL	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
5406	WET WELL AND VALVE VAULT PIPING	1.00	LS	$ 50,000.00	$ 50,000.00	0	$ -						$ 50,000.00
5407	PUMPS	1.00	LS	$ 100,000.00	$ 100,000.00		$ -						$ 100,000.00
5408	CONTROLS	1.00	LS	$ 106,012.00	$ 106,012.00	0	$ -						$ 106,012.00
5409	FETTERVILLE	1.00	LS	$ 30,000.00	$ 30,000.00	0	$ -						$ 30,000.00
5410	GENERATOR PAD	1.00	LS	$ 10,000.00	$ 10,000.00	0	$ -						$ 10,000.00
5411	GENERATOR	1.00	LS	$ 47,039.00	$ 47,039.00	0	$ -						$ 47,039.00
5412	ELECTRIC	1.00	LS	$ 146,919.00	$ 146,919.00	0	$ -						$ 146,919.00
5413	ELECTRIC CONDUIT	1,335.00	LF	$ 41.00	$ 54,735.00	0	$ -						$ 54,735.00
5414	ELECTRIC VAULT	2.00	EA	$ 2,457.00	$ 4,914.00	0	$ -						$ 4,914.00
5415	START UP	1.00	LS	$ 4,950.00	$ 4,950.00	0	$ -						$ 4,950.00
5416	PAVING	1.00	LS	$ 16,822.00	$ 16,822.00	0	$ -						$ 16,822.00
5417	RESTORATION	1.00	LS	$ 54,970.00	$ 54,970.00	0	$ -						$ 54,970.00
5418	FENCE	1.00	LS	$ 16,400.00	$ 16,400.00	0	$ -						$ 16,400.00
CO 004	CHANGE ORDER 004 REMOVE B&O TAXES	1.00	LS	$ (75,000.00)	$ (75,000.00)	0	$ -						$ (75,000.00)
CO 005	CHANGE ORDER 005 OPEN CUT CASING	1.00	LS	$ (26,160.87)	$ (26,160.87)	1.00	$ (26,160.87)	1.00	($26,160.87)		($26,160.87)		$ -
					$ 6,915,542.62		**$ 1,146,242.97**		**$4,698,180.51**	**$10,505.29**	**$4,682,524.93**		**$ 2,233,017.69**

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	04
Application Period:	5-2-2020 to 5-29-2020		5/29/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
100				**MOBILIZATION**									
101				MOBILIZE EQUIPMENT									
102				BLASTING STAKEOUT									
103				CONSTRUCTION STAKEOUT									
104				VIDEO DOCUMENTATION									
105				SUBMITTALS									
106				BONDS & INSURANCE									
200				TRAFFIC CONTROL									
300				EROSION AND SEDIMENT CONTROL									
400				GRAVITY SEWER 6" & 8", OPEN CUT									
500	3378054		on site	GRAVITY SEWER 10", OPEN CUT	3/2020	$5,366.40		1014.00	LF	$5,366.40	844.00	17%	$899.69
600	3376257 3378050		on site	GRAVITY SEWER 12", OPEN CUT	3/2020	$25,295.40		3567.00	LF	$25,295.40	3567.00		
700	3376255		on site	GRAVITY SEWER 15", OPEN CUT	3/2020	$14,391.00		3776.00	LF	$14,391.00	3586.00	5%	$724.12
800	3372577		on site	FORCE-MAIN (6"-4") OPEN CUT	3/2020	$24,089.00		4149.00	LF	$24,089.00	3927.00	5%	$1,288.93
900				FORCE-MAIN (6"-4") IN EX. RT. 9 CASING									
1000				FORCE-MAIN (6"-4") AIR VAULT & INTERNALS							8.00		
1300	3375294 3375305 3375299 3373509 3373510		on site	FORCE-MAIN (8"-6"-8") OPEN CUT	3/2020	$105,363.00		11646.00	LF	$105,363.00	11646.00		
1400	3377020 3377031			FORCE-MAIN (8"-6"-8") AIR VAULT & INTERNALS	3/2020	$9,519.00		21.00	EA	$9,519.00	19.00	10%	$906.57
1700				FORCE-MAIN MISC. DIP FITTINGS, IF DIRECTED									
1800				CONCRETE CLASS B, IF DIRECTED									
1900				CASING 24" BORED, W/ 10" GRAVITY SEWER									
2000				CASING 24" BORED, W/ 12" GRAVITY SEWER									
2100				CASING 24" BORED, W/ 6"-4"-6" FORCE-MAINS									
2200	LL223750 LL223616 13885501		on site	CASING 30" BORED, W/ 15" GRAVITY SEWER	3/2020	$21,237.82		162.00	LF	$21,237.82	111.00	31%	$6,685.98
2300	13885502		on site	CASING 36" BORED, W/ 8"-6"-8" FORCE-MAINS	3/2020	$20,250.00		141.00	LF	$20,250.00	205.00	-45%	
2600				MANHOLE, 4'-DIA. (UP TO 6' DEEP)									
2700				MANHOLE BV-03 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									
2800				MANHOLE DC-02 (DOGHOUSE), 4'-DIA. (UP TO 6' DEEP)									
2900				MANHOLE EXTENSION, 4'-DIA.									
3000				MANHOLE DROP CONNECTION, TYPE A									
3100				MANHOLE DROP CONNECTION, TYPE B									
3200				MANHOLE BV-22, FOR TRANSITION									
3300				MANHOLE CH-20, FOR TRANSITION									
3400				SEWER MARKER									
3500				CONNECTION TO EX. FACILITIES, AT MANHOLE 11V									
3600				CONNECTION TO EX. FACILITIES, AT MANHOLE BV-03									
3700				CONNECTION TO EX. FACILITIES, AT MANHOLE DC-02									
3800				**PUMP STATION, WAR ADMIRAL**									
3801				MOBILIZATION									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	04
Application Period:	5-2-2020 to 5-29-2020		5/29/2020

A		B	C		D		E				F		G
					Stored Previously								
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
3802				EXCAVATION									
3803				SET WET WELL									
3804				VALVE VAULT									
3805				BACKFILL									
3806				WET WELL AND VALVE VAULT PIPING									
3807				AIR INJECTION VAULT & EQUIPMENT									
3808				PUMPS									
3809				CONTROLS									
3810				FETTERVILLE BUILDING									
3811				GENERATOR PAD									
3812				GENERATOR									
3813				ELECTRIC									
3814				START UP									
3815				PAVING									
3816				RESTORATION									
3817				FENCE									
4000				RESTORATION, STATE (WVDOH) ROAD									
4100				RESTORATION, ASPHALT DRIVEWAY									
4200				RESTORATION, ASPHALT BIKE PATH									
4300				RESTORATION, GRAVEL ROAD OR DRIVE									
4400				RESTORATION, UNIMPROVED (GRASS) SURFACE									
4500				CULVERT 12" TO 30", OPEN CUT									
4600				ABANDONMENT OF WATER WELL									
4700				EXCAVATION AND BACKFILLING BELOW SUBGRADE									
4800				ALLOWANCE - SINKHOLE REPAIR, SOIL FOR CAP									
4900				ALLOWANCE - SINKHOLE REPAIR, CLASS 10 AGGREGATE									
5000				ALLOWANCE - SINKHOLE REPAIR, CLASS 1 AGGREGATE BAS									
5100				ALLOWANCE - SINKHOLE REPAIR, SPECIAL ROCK FILL									
5200				ALLOWANCE - SINKHOLE REPAIR, RIP-RAP									
5300				ALLOWANCE - SINKHOLE REPAIR, IMPERVIOUS CORE									
5400				**PUMP STATION, NORTHPORT**									
5401				MOBILIZATION									
5402				EXCAVATION									
5403				SET WET WELL									
5404				VALVE VAULT									
5405				BACKFILL									
5406				WET WELL AND VALVE VAULT PIPING									
5407				PUMPS									
5408				CONTROLS									
5409				FETTERVILLE									
5410				GENERATOR PAD									
5411				GENERATOR									
5412				ELECTRIC									
5413				ELECTRIC CONDUIT									
5414				ELECTRIC VAULT									
5415				START UP									
5416				PAVING									
5417				RESTORATION									
5418				FENCE									

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Stored Material Summary **Contractor's Application**

For (Contract):	Route 9 Sewer Project Ranson, WV	Application Number:	04
Application Period:	5-2-2020 to 5-29-2020		5/29/2020

A		B	C		D		E			F		G
					Stored Previously							
Bid Item No.	Supplier Invoice No.		Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	Amount ($)	Amount Stored this Month ($)	Stored Units		Subtotal Amount Stored to Date (D + E)	Incorporated in Work	% Stored	Materials Remaining in Storage ($) (D + E - F)
						$225,511.62				**$225,511.62**			**$10,505.29**

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1600 West Carston St, Suite 1
Pittsburgh, PA 15219
Phone: (412) 497-2000

INVOICE

Charles Town Utility Board
832 South George Street
Charles Town, WV 25414
Attn: Jane Arnett

Date:	6/3/2020
Invoice No:	90746225
Period Ending:	5/29/2020
Currency:	US Dollar (USD)
Reference:	TASK ORDER 4
Terms of Payment:	Net 30 Days
Customer Number:	113985

re: H-359787 On-Call Engineering Services
Project Manager: Richard Travers

TO#4 Route 9 Sewer Project, Bid and Construction Services Progress Report – reviewed and processed shop drawings and RFIs, coordinated on same with Snyder Environmental Services (SES), Specialized Engineering (SE) and CTUB, coordinated with property owner for access to abandon wells, assist with generator permitting, compiled CO#5 documents, attended 4/29, 5/13 and 5/27 progress meetings via conference call, reviewed/ commented on minutes, coordinated with SE CM daily, reviewed and processed pay applications with SE, SE performed daily coordination with SES on progress, liaison activities between SES and CTUB, coordinated with Triad on (third party) compaction, and performed inspection activities.
The $850 Urban invoice relates to their surveyed location of the existing water main near the Children First day care facility necessary for the relocation of the force main in that vicinity.
FedEx charges relate to the distribution of the Rev 1 plans and specs.

Employee	**HOURS**	**RATE**	**AMOUNT**
Severn, Guy	9.50	$ 234.00	$ 2,223.00
Travers, Richard	78.00	$ 215.00	$ 16,770.00
Adamowicz, Elizabeth	1.00	$ 234.00	$ 234.00
Yearley, Scott	20.00	$ 120.00	$ 2,400.00
Total Labor			**$ 21,627.00**

Vendor	**INVOICE #**	**AMOUNT**
Specialized Engineering	47949	$ 67,670.00
Urban, Ltd.	171822	$ 850.00
Fedex	6-995-69330	$ 120.87
Total Expenses		**$ 68,640.87**

Administration	**BASE**	**RATE**	**AMOUNT**
Total Administration	$ 68,520.00	5%	**$ 3,426.00**

Task Order Budget	**$ 647,683.00**
Task Order Previously Billed	**$ 265,587.02**
Total Invoice	**$ 93,693.87**
Task Order Remaining	**$ 288,402.11**

SPECIALIZED ENGINEERING
Engineers • Geologists • Inspectors
Employee Owned, Client Driven
4845 International Blvd
Suite 104
Frederick, Maryland 21703

Invoice

DATE	INVOICE NO.
06/02/2020	47949

BILL TO
Luke Fischer Hatch 704 Quince Orchard Road Suite 310 Gaithersburg, MD 20878

TERMS	PROJECT	Client's Number
NET 30	**197873 - Route 9 Sewer Infrastructure**	**Route 9 Sewer Infrastructure**

DATE	QTY	DESCRIPTION	RATE	AMOUNT
		Management		
4/27/2020	5.00	Construction Manager	130.00	650.00
4/28/2020	5.00	Construction Manager	130.00	650.00
4/29/2020	5.00	Construction Manager	130.00	650.00
4/29/2020	1.00	PM - Site Visit	145.00	145.00
4/30/2020	5.00	Construction Manager	130.00	650.00
5/1/2020	5.00	Construction Manager	130.00	650.00
5/1/2020	1.00	PM - Site Visit	145.00	145.00
5/4/2020	5.00	Construction Manager	130.00	650.00
5/5/2020	5.00	Construction Manager	130.00	650.00
5/5/2020	1.00	PM - Site Visit	145.00	145.00
5/6/2020	5.00	Construction Manager	130.00	650.00
5/7/2020	5.00	Construction Manager	130.00	650.00
5/8/2020	5.00	Construction Manager	130.00	650.00
5/8/2020	1.00	PM - Site Visit	145.00	145.00
5/11/2020	5.00	Construction Manager	130.00	650.00
5/12/2020	5.00	Construction Manager	130.00	650.00
5/12/2020	1.00	PM - Site Visit	145.00	145.00
5/13/2020	5.00	Construction Manager	130.00	650.00
5/14/2020	5.00	Construction Manager	130.00	650.00
5/14/2020	1.00	PM - Site Visit	145.00	145.00
5/15/2020	5.00	Construction Manager	130.00	650.00
5/15/2020	1.00	PM - Site Visit	145.00	145.00
5/18/2020	5.00	Construction Manager	130.00	650.00
5/19/2020	5.00	Construction Manager	130.00	650.00
5/20/2020	5.00	Construction Manager	130.00	650.00
5/20/2020	1.00	PM - Site Visit	145.00	145.00
5/21/2020	5.00	Construction Manager	130.00	650.00
5/21/2020	1.00	PM - Site Visit	145.00	145.00
5/22/2020	5.00	Construction Manager	130.00	650.00
5/26/2020	5.00	Construction Manager	130.00	650.00

Project	197873	Route 9 Sewer Infrastructure	Invoice	47949
5/26/2020	1.00	PM - Site Visit	145.00	145.00
5/27/2020	5.00	Construction Manager	130.00	650.00
5/27/2020	1.00	PM - Site Visit	145.00	145.00
5/28/2020	5.00	Construction Manager	130.00	650.00
5/29/2020	5.00	Construction Manager	130.00	650.00
		Inspector I		
4/27/2020	12.00	Senior Inspector	115.00	1,380.00
4/28/2020	10.00	Senior Inspector	115.00	1,150.00
4/29/2020	12.00	Senior Inspector	115.00	1,380.00
4/30/2020	6.00	Senior Inspector	115.00	690.00
4/30/2020	4.00	Senior Inspector (OT)	172.50	690.00
5/1/2020	10.00	Senior Inspector (OT)	172.50	1,725.00
5/4/2020	12.00	Senior Inspector	115.00	1,380.00
5/5/2020	10.00	Senior Inspector	115.00	1,150.00
5/6/2020	12.00	Senior Inspector	115.00	1,380.00
5/7/2020	6.00	Senior Inspector	115.00	690.00
5/7/2020	4.00	Senior Inspector (OT)	172.50	690.00
5/8/2020	8.00	Senior Inspector (OT)	172.50	1,380.00
5/11/2020	12.00	Senior Inspector	115.00	1,380.00
5/12/2020	10.00	Senior Inspector	115.00	1,150.00
5/13/2020	12.00	Senior Inspector	115.00	1,380.00
5/14/2020	6.00	Senior Inspector	115.00	690.00
5/14/2020	4.00	Senior Inspector (OT)	172.50	690.00
5/15/2020	8.00	Senior Inspector (OT)	172.50	1,380.00
5/18/2020	12.00	Senior Inspector	115.00	1,380.00
5/19/2020	10.00	Senior Inspector	115.00	1,150.00
5/20/2020	12.00	Senior Inspector	115.00	1,380.00
5/21/2020	6.00	Senior Inspector	115.00	690.00
5/21/2020	4.00	Senior Inspector (OT)	172.50	690.00
5/22/2020	8.00	Senior Inspector (OT)	172.50	1,380.00
5/26/2020	10.00	Senior Inspector	115.00	1,150.00
5/27/2020	10.00	Senior Inspector	115.00	1,150.00
5/28/2020	10.00	Senior Inspector	115.00	1,150.00
5/29/2020	10.00	Senior Inspector	115.00	1,150.00
		Inspector II		
4/27/2020	10.50	Inspector	100.00	1,050.00
4/28/2020	10.50	Inspector	100.00	1,050.00
4/29/2020	10.00	Inspector	100.00	1,000.00
5/4/2020	10.50	Inspector	100.00	1,050.00
5/5/2020	10.50	Inspector	100.00	1,050.00
5/6/2020	10.00	Inspector	100.00	1,000.00
5/7/2020	9.00	Inspector	100.00	900.00
5/7/2020	1.00	Inspector (OT)	150.00	150.00
5/8/2020	8.00	Inspector (OT)	150.00	1,200.00
5/11/2020	9.00	Inspector	100.00	900.00
5/12/2020	9.00	Inspector	100.00	900.00
5/14/2020	10.00	Inspector	100.00	1,000.00
5/18/2020	9.50	Inspector	100.00	950.00
5/19/2020	9.50	Inspector	100.00	950.00
5/20/2020	4.00	Inspector	100.00	400.00
5/21/2020	4.00	Inspector	100.00	400.00
5/26/2020	11.00	Inspector	100.00	1,100.00
5/27/2020	11.50	Inspector	100.00	1,150.00

Project	197873	Route 9 Sewer Infrastructure	Invoice	47949
5/28/2020	10.50	Inspector	100.00	1,050.00
5/29/2020	6.00	Inspector	100.00	600.00
		Inspector III		
4/29/2020	5.00	Inspector	100.00	500.00
5/4/2020	5.00	Inspector	100.00	500.00
		Total this Invoice	$67,670.00	
		Outstanding Invoices		
		Number Date		
		47801 4/29/2020	62,775.00	
		Total Due to Specialized Engineering	**$130,445.00**	

All Claims and discrepancies must be reported within 30 days of the date of the invoice

Total this Invoice **$67,670.00**

Urban, Ltd.
7700 Little River Turnpike, Suite 604
Annandale, VA 22003
Telephone: 703-642-8080
Facsimile: 703-941-8318

HATCH CHESTER
704 QUINCE ORCHARGE ROAD
SUITE 310
GAITHERSBURG, MD 20878
Attn: richard.travers@hatch.com

INVOICE

Invoice Number: 171822
April 22, 2020

Project: 19-349 **ROUTE 9 OFF-SITE SANITARY SEWER ALIGNMENT STAKEOUT**

Professional Services Through 3/31/2020

Total Invoice Amount: $850.00

TASK WO-01 - LOCATE RECENTLY MARKED WATER LINES AND FEATURES NEAR THE CHILDREN FIRST CHILD DEVELOPMENT CENTER; CREATE EXHIBIT

Task Amount	$850.00
Prior % Complete	0.00 %
Prior Fees Billed	$0.00
Current % Complete	100.00 %
Current Task Fee	**$850.00**

***** Total Invoice Amount ***** **$850.00**

Aged Receivables:

Current	31-60 Days	61-90 Days	91-120 Days	>120 Days
$850.00	$0.00	$0.00	$0.00	$0.00

All invoices are due upon receipt. A late charge of 1.5% will be added to any unpaid balance after 30 days.

Ship Date: Apr 22, 2020 **Cust. Ref.:** H-359787 Task 300 **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 2.00% to this shipment.
- Distance Based Pricing, Zone 2
- Package sent from: 21703 zip code
- Package Delivered to Recipient Address - Release Authorized

		Sender	**Recipient**		
Automation	INET	Rick Travers	Mr. Tom Caldwell		
Tracking ID	770293525900	704 Quince Orchard Road	WVDOH		
Service Type	FedEx Priority Overnight	GAITHERSBURG MD 20878 US	2120 Northwestern Turnpike		
Package Type	FedEx Tube		BURLINGTON WV 26710 US		
Zone	02				
Packages	1				
Rated Weight	10.0 lbs, 4.5 kgs	Transportation Charge			44.74
Delivered	Apr 23, 2020 10:56	Discount			-7.16
Svc Area	A9	Fuel Surcharge			0.82
Signed by	see above	DAS Extended Comm			3.60
FedEx Use	000000000/1486/02	**Total Charge**		**USD**	**$42.00**

Ship Date: Apr 22, 2020 **Cust. Ref.:** H-359787 Task 300 Rev 1 **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 2.00% to this shipment.
- Weather delay - Thunderstorm.
- Distance Based Pricing, Zone 2
- Package sent from: 21703 zip code
- Package Delivered to Recipient Address - Release Authorized

		Sender	**Recipient**		
Automation	INET	Rick Travers	Elizabeth Adamowicz		
Tracking ID	770293568557	*704 Quince Orchard Road*	*6112 Temple Street*		
Service Type	*FedEx Priority Overnight*	GAITHERSBURG MD 20878 US	BETHESDA MD 20817 US		
Package Type	FedEx Box				
Zone	02				
Packages	1				
Rated Weight	5.0 lbs, 2.3 kgs	Transportation Charge			37.87
Delivered	Apr 23, 2020 12:59	Discount			-6.06
Svc Area	A2	Fuel Surcharge			0.73
Signed by	see above	Residential Delivery			4.65
FedEx Use	000000000/1486/02	**Total Charge**		**USD**	**$37.19**

Ship Date: Apr 22, 2020 **Cust. Ref.:** H-359787 Task 300 Rev 1 **Ref.#2:**
Payor: Shipper **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 2.00% to this shipment.
- Weather delay - Thunderstorm.
- Distance Based Pricing, Zone 2
- Package sent from: 21703 zip code
- Package Delivered to Recipient Address - Release Authorized

		Sender	**Recipient**		
Automation	INET	Rick Travers	Rick Travers		
Tracking ID	770293625590	704 Quince Orchard Road	37780 Remington Drive		
Service Type	FedEx Priority Overnight	GAITHERSBURG MD 20878 US	PURCELLVILLE VA 20132 US		
Package Type	FedEx Box				
Zone	02				
Packages	1	Transportation Charge			37.87
Rated Weight	5.0 lbs, 2.3 kgs	Discount			-6.06
Delivered	Apr 23, 2020 14:59	Fuel Surcharge			0.82
Svc Area	A3	Residential Delivery			4.65
Signed by	see above	DAS Resi			4.40
FedEx Use	000000000/1486/02	**Total Charge**		**USD**	**$41.68**

Charles Town Utility Board
Route 9 Sewer Infrastructure Project
Alternate Mainline Extension Agreement (AMEA) / Escrow Agreement

				Resolution No. C	Resolution No. 1	Resolution No. 2	Resolution No. 3	Resolution No. 4	ESCROW DEPOSIT FOR CONSTRUCTION
$10,500,000 Rockwool Escrow Agreement/(AMEA) Reimbursement Schedule B, October, 2019	REVISED BUDGET	Draw (a.) Ranson Reimbursement	Draw (b.) CTUB Reimbursement	Draw (c.) CTUB Reimbursement 10/1/19-present	Contractor's Application for Payment No. 001	Contractor's Application for Payment No. 002, Hatch Inv. 90736637, CTUB Reimbursement	Contractor's Application for Payment No. 003, Hatch Inv. No. 90739805 & 90742814, CTUB Reimbursement	Contractor's Application for Payment No. 04, Hatch Inv. No. 90746225	BALANCE REMAINING
1 **CONSTRUCTION**									
a. Contract 1	6,915,542.62	0.00	0.00	0.00	90,000.00	1,236,605.34	1,894,374.89	1,114,717.05	2,579,845.34
b. Construction 10.02%	692,633.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	692,633.38
c. CSX Fees	15,300.00	0.00	16,050.00	5,000.00	0.00	0.00	0.00	0.00	-5,750.00
d. N-S Fees	41,600.00	0.00	21,300.00	0.00	0.00	0.00	0.00	0.00	20,300.00
e. DOH Bond and Inspection Fees	119,937.00	0.00	19,550.00	0.00	0.00	84,973.05	1,288.27	0.00	14,125.68
2 **ENGINEERING SERVICES**									
Task Orders 1 - 8	1,851,567.87	1,084,987.66	102,994.82	10,289.25	0.00	38,068.37	210,109.15	93,693.87	311,424.75
Task Orders Charles Town	56,820.00	0.00	56,820.00	0.00	0.00	0.00	0.00	0.00	0.00
3 **LEGAL SERVICES**									
a Local Project Attorney (PSC)	100,000.00	0.00	65,836.78	25,573.71	0.00	0.00	2,730.00	0.00	5,859.51
b Permitting / Ord Attorney	215,000.00	0.00	199,514.04	0.00	0.00	0.00	15,485.96	0.00	0.00
c RA Attorney Stranko / Luttrell	12,959.40	12,959.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 **ADMINISTRATIVE SERVICES**									
b Project Accountant	16,723.00	0.00	16,723.00	0.00	0.00	0.00	0.00	0.00	0.00
c Other Administrative Costs	2,750.00	0.00	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00
5 **LAND COSTS**									
b Easements	324,611.85	0.00	324,611.85	0.00	0.00	0.00	0.00	0.00	0.00
SOFT COST CONTINGENCY	74,667.36	0.00	0.00	0.00	0.00	0.00	74,667.36	0.00	0.00
Interest on Line of Credit *	59,887.52	59,887.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amount Owed Line of Credit		1,157,834.58							
Charles Town's Cost Incurred			826,150.49						
9 Sub Total Lines 1-8	**10,500,000.00**	**1,157,834.58**	**826,150.49**	**40,862.96**	**90,000.00**	**1,359,646.76**	**2,198,655.63**	**1,208,410.92**	**3,618,438.66**
ESCROW DEPOSIT UPON AMLEA SUBMITTAL TO WV PSC (Ranson and Charles Town Costs Incurred)									
ESCROW DEPOSIT FOR CONSTRUCTION									**3,618,438.66**

* At 6/10/2020

CHARLES TOWN UTILITY BOARD

CITY OF CHARLES TOWN

JEFFERSON COUNTY, WEST VIRGINIA

WASTEWATER TREATMENT FACILITIES

RENEWAL AND REPLACEMENT PROJECT SUMMARY

JUNE 2020

Introduction

Both the Charles Town and Tuscawilla wastewater treatment facilities, operated by the Charles Town Utility Board, effectively treat wastewater to meet the NPDES effluent limits. While each facility has specific effluent limits for most parameters, the entire system shares an allocation of total nitrogen and total phosphorous. Both facilities have met these effluent limits over the past year. Management staff, along with the plant operators, are to be commended on achieving effluent limits given the overall conditions and circumstances of the facilities.

The Charles Town Plant converted a traditional Sequencing Batch Reactor (SBR) process to an Intermittent Cycle Extended Aeration System (ICEAS) in 2001. Sludge processing at the facility includes aerobic digestion and dewatering via a belt filter press. Denitrification filters were also added to the facility in 2016 to reduce overall nitrogen discharge. The plant has a hydraulic capacity of 1.75 million gallons per day (MGD).

The Tuscawilla Plant was placed online in 2013 and utilizes a Membrane Bio-Reactor (MBR) to compliment a Biological Nutrient Removal (BNR) system and has a hydraulic capacity of 0.5 million gallons per day (MGD). The facility currently trucks all waste sludge from Tuscawilla to the Charles Town Plant to be processed and pressed.

Based on the inspection and review of the physical condition of the facilities, discussions with plant personnel, and review of relevant operations information, Gwin, Dobson & Foreman, Inc. (GD&F) has prepared this Renewal and Replacement Project Summary for the Board. Each facility requires significant investment to ensure long term operation and compliance with existing and future discharge regulations. The following summarizes the major items in need of repair and/or replacement at each facility as well as an estimated project cost tabulation.

Charles Town Facility Replacements

Due to the overall age of the Charles Town Facility, more work is required to ensure efficient operation and discharge. Replacement of the primary screening processes at the facility will result in fewer overflows and decreased operational and maintenance costs in the downstream processes. We recommend installation of a fine screen similar to the one proposed at the Tuscawilla Facility. Installation of a fine screen will prevent debris buildup in the downstream process and will make the equipment operate more efficiently. A fine screen will save on maintenance costs due to clogging of pumps and equipment. The construction cost estimate to install a new fine screen is $215,000.

The grit removal system is 30 years old and is in dire need of replacement. Parts are no longer available and the compactor has been broken for years. The construction cost estimate for a new grit removal system is $175,000.

The influent pumps, valves and controls are original to plant construction and are showing severe signs of wear. The influent pumps and motors have failed numerous times. The original wiring to the pump control panel was all fed through the same conduit. Some conduits are currently lying exposed on the ground. New pumps, valves, level sensors and control panel should be installed to provide a more energy efficient and dependable system. The total estimated construction cost to upgrade the influent pump station is $150,000.

The SBR control panel is of original construction and is obsolete. The estimated cost to upgrade the SBR's is $175,000.

The UV system at the Charles Town Plant also requires replacement. The system has been prone to flooding which has ruined the ballasts on multiple occasions requiring expensive replacements. A new UV system with panel mounted ballasts will prevent flood damage of the ballasts. The estimated construction cost to install a new UV system is $250,000.

The existing Ashbrook belt filter press has been in operation for 30 years. The press has done an excellent job dewatering of digested sludge with only routine maintenance being performed during its service life. Since sludge from the Tuscawilla WWTP and from the water treatment facility are also processed via the Charles Town Plant belt press, it is vital to plant operations. The existing press requires a PLC replacement and it is being recommended that a new CMU building house the unit. The metal building structure, including roof, are in desperate need of replacement. The Board purchased a used Ashbrook belt filter press that will be installed in a new CMU building and utilized as a backup to the press in service. Rotation of belt filter presses will reduce the replacement of the wear components and provide full redundancy. The estimated construction cost to replace the existing press building, install the used press and new building and all other associated press upgrades is $500,000.

The existing dry lime silo feed system associated with the solids handling process has historically been problematic with clogging issues and spilled lime. It is recommended to refurbish the existing lime silo and install a new conveyor system to feed the belt presses. The estimated construction cost is $65,000.

The main utility disconnect, automatic transfer switch (ATS) and motor control center (MCC) No. 1 are outdated and will be replaced. A new small electrical building will be constructed such that existing components can remain in service during construction. MCC-1 is considerably aged and availability of replacement components is a concern. MCC-1 also does not allow for expansion of any new equipment. The estimated construction cost to replace MCC-1 and install a stand-alone main utility disconnect and ATS, including a new CMU building addition is $370,000.

The replacement and addition of process equipment and instrumentation will require the installation of new wiring and conduit. The influent pump station requires all new wiring and conduit runs. Due to the age and condition of the current SCADA system, as well as the number of control panels and instruments that are not integrated into the SCADA system, a plant-wide SCADA system with new hardware and software will be installed. The estimated construction cost to install new equipment and instrumentation wiring and conduit and installing a new SCADA system is $350,000.

Tuscawilla Facility Replacements

The Tuscawilla Facility currently employs two (2) fine drum screens located at the head of the BNR Building. These screens are located downstream of the Headworks Building, which houses a coarse screen and grit removal system. The drum screens show signs of severe corrosion and overflow when influent flows are in excess of 500,000 GPD. GD&F recommends replacing the existing fine drum screens with a channel type fixed vertical fine screen directly following the coarse screens at the Headworks Building. Replacement of the drum screens with a vertical screen decreases the footprint of the screening operations and allows it to be relocated to the Headworks Building. The screenings from the new screen may then be discharged to the same dumpster as the grit removal system and coarse screen, eliminating the need for the second dumpster. Relocation of the screens will also prevent the

accidental discharge of untreated sewage to the adjacent wetlands. Fixed vertical fine screens will significantly reduce the operation and maintenance costs in that they will not require manual cleaning and have significantly fewer moving parts than the drum screens. All the screening and grit removal facilities would then be centrally located to one (1) building. This would also free up space in the existing drum screen room for the MBR chemical cleaning systems. The total estimated construction cost to replace the fine screens is $350,000.

The Membrane Bio-Reactors (MBR) system consistently produces high quality effluent; however, the MBR modules have reached the end of their useful life and are in need of replacement. The membrane manufacturer, Toray, produces a new thinner module which will enable each membrane reactor to double its capacity within the same footprint. Newer designed MBR aeration headers will help eliminate sludge buildup on the modules. The newer modules are lighter, more durable, require less cleaning chemicals and less air to operate than the existing modules, thus resulting in a significant reduction in operation and maintenance costs. CTUB is currently in the process of installing 8 modules in Basin #3 Tank. The contract amount for this was $366,180 which does not include some items such as electrical and crane rental. The total estimated cost to perform the membrane equipment upgrades inclusive of current efforts is $750,000.

Cost Estimate Summary Tables

TABLE 1: CHARLES TOWN RENEWAL AND REPLACEMENT PROJECT COST ESTIMATE

1.	One New Fine Screen	$ 215,000
2.	New Grit Removal System	$ 175,000
3.	Influent Pump Replacement and Upgrades	$ 150,000
4.	SBR Control Panel Upgrade	$ 175,000
5.	New Vertical UV System	$ 250,000
6.	Belt Filter Press Upgrades Including New Building	$ 500,000
7.	Lime Feed System Upgrades	$ 65,000
8.	Main Utility Disconnect, ATS and MCC-1 Replacement	$ 370,000
9.	Wiring/Conduit and SCADA Replacement	$ 350,000
	Total Estimated Renewal and Replacement Construction Cost	**$ 2,250,000**
	Other Soft Costs [Eng., Legal, Admin., Contingency, etc.] (30%)	$ 675,000
	Total Estimated Charles Town Project Cost	**$ 2,925,000**

TABLE 2: TUSCAWILLA RENEWAL AND REPLACEMENT PROJECT COST ESTIMATE

1.	Fine Drum Screen Replacement	$ 350,000
2.	MBR Equipment Upgrades	$ 750,000
	Total Estimated Renewal and Replacement Construction Cost	**$ 1,100,000**
	Other Soft Costs [Eng., Legal, Admin., Contingency, etc.] (30%)	$ 330,000
	Total Estimated Tuscawilla Project Cost	**$ 1,430,000**

TABLE 3: OVERALL RENEWAL AND REPLACEMENT PROJECT COST ESTIMATE

1.	Total Charles Town Project Cost Estimate	$ 2,925,000
2.	Total Tuscawilla Project Cost Estimate	$ 1,430,000
	Total Estimated Project Cost	**$ 4,355,000**

Conclusion

This Renewal and Replacement Project is critical in terms of maintaining continuous facility operations, along with maintaining compliance with current and proposed future regulatory requirements. Replacement and upgrading of the facility components are critical to plant operations. These upgrades will result in a reduction of current operation and maintenance costs and will provide more environmentally friendly and safer working environments. These upgrades will assist in automation and efficiency of the plants which will in turn give the operators more time to perform daily operational and maintenance procedures which will thus prolong the life of the equipment. The Project will incorporate state-of-the-art equipment which will improve the quality of the treated effluent while optimizing system performance. As flows to both facilities continue to increase, the needs for these upgrades become more severe.

CHARLES TOWN UTILITY BOARD
661 S. George Street, Ste 101
Charles Town, WV 25414

DATE: June 4, 2020
TO: Utility Board Members
FROM: Jane Arnett, Utility Manager
REFERENCE: Information for the June 10, 2020 Utility Board meeting

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WATER

Preparing the Consumer Confidence Report for the year ending 2019 for publication by June 30, 2020.

SEWER

- The Route 9 Infrastructure Project is approximately 65% complete. Pipeline work is over 98% complete. Project completion still on track for September / October 2020.
- Smoke testing completed with report from Hydrostructures received. Efforts to date approximately 30% complete with limited staff.
- Clarence Drive pump station decommission is progressing (75% complete) but slowed with limited staff.
- Rehabilitation of one MBR (one of three) – Notice to Proceed dated April 27, 2020. Currently waiting on WVDEP Permit through Waste Management. Delivery of filters anticipated to be first week of July. Electrical work is complete.

ACCOUNTING

Preparing to advertise for new audit firm (3-year cycle).

As part of the rate equalization efforts, the 2020A Bond was to be presented to City Council on June 2, 2020 for final passage. Preliminary Official Statement provided to BAM, April 24, 2020. A bond rating by Moody's was delayed. Final passage scheduled for June 15, 2020.
Also, as part of rate equalization, the following numbers must be determined:

1. Impact of Covid-19. This includes re-establishing disconnections for non-payment and the number of months for contracts for those unable to pay. This procedure will be consistent with Berkeley County and Jefferson Utilities.
2. Savings from the issuance of the 2020A bond.
3. Rate coverage required for the Renewal and Replacement project and the Modified Flowing Springs project after Reserve reimbursements and CIFs are applied.
4. Review of consumption analysis for the period July 1, 2018 through June 30, 2019 compared to July 1, 2019 through June 30, 2020.
5. Pro-forma debt service coverage calculations (inclusive of Covid-19 impacts and the coverage of the Ranson project) under certain tier structures.

Note: Rate equalization efforts to date include reducing the minimum charge gallons from 2,500 to 2,000 for a rate reduction to approximately 801 former JCPSD customers of $60,000.00 and reducing the minimum gallons to 104 flat rate customers from 4,500 gallons to 3,500 gallons for a rate reduction to former JCPSD customers of $20,729.00 annual savings.

Fixed Asset software implementation ongoing, prior to implementation of new Work Order system.

INFORMATION

Formal requests for water and sewer service received from:
Fairfax Crossing – Sewer (459 EDUs), Jefferson Heights South – Water and Sewer (80 EDUs)
Sewer – Piedmont Letter dated November 19, 2019 and Shenandoah Junction Public Sewer dated December 11, 2019. Beallair – Sewer (182 EDUs). Jefferson Heights North – Water and Sewer (131 EDUs) April 2, 2020.

TRACKING

May 2020 Bill Count = 6,268. Average daily gallons (gpd) of water treated at the WTP = 1.64. Average gpd wastewater treated = 1.15 mgd.
April 2020 Bill Count = 6,265. Average daily gallons (gpd) of water treated at the WTP = 1.57. Average gpd wastewater treated = 1.11 mgd.
March 2020 Bill Count = 6,255. Average daily gallons (gpd) of water treated at the WTP = 1.65. Average gpd wastewater treated = 1.19 mgd.

Hydrants – Ranson = 38 Charles Town = 137 County = 19 Private = 193 Race Track = 19

Meters – Testing Requirements: 6" & 4" Every Year, 3" Every 3 Years, 2", 1 ½" & 1" Every 5 Years, 5/8" Every 10 Years. Total Meters 6,489 @ 6/2/2020:

	6"	4"	3"	2"	1 ½"	1"	5/8"
Meters to Test	1	9	2	28	27	59	4,202
Meters Tested	2	1	3	35	12	9	2,099

Charles Town Utility Board CIF Fees through May 31, 2020

2020 Capacity Improvement Fee Collections/EDU's for Sewer Water

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Sewer				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF**
Jan-20		7	7	$ 21,084.00
Feb-20		8	8	$ 24,746.00
Mar-20		16	16	$ 49,232.00
Apr-20		21	21	$ 58,702.00
May-20		16	16	$ 44,487.00
Jun-20				
Jul-20				
Aug-20				
Sep-20				
Oct-20				
Nov-20				
Dec-20				
Total 2020	**0**	**68**	**68**	**$ 198,251.00**

Charles Town Utility Board 2020 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-20				
Feb-20		1	1	$ 2,576.00
Mar-20		1	1	$ 2,576.00
Apr-20				
May-20				
Jun-20				
Jul-20				
Aug-20				
Sep-20				
Oct-20				
Nov-20				
Dec-20				
Total 2020	**0**	**2**	**2**	**$ 5,152.00**

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

FUND TOTALS		
50	WATER FUND	63,020.18
60	SEWER FUND	1,292,541.20
	GRAND TOTAL:	1,355,561.38

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet: $1,355,561.38
Security Deposit Refunds: 1,452.69
City of Ranson (Ranson CIFs for President's Pointe): 13,000.00

Total: $1,370,014.07

**** Highlighted invoices to be reimbursed by the Route 9 Sewer Project Escrow Account

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	99.00
SHENANDOAH SALES & SERVICE, INC.	2015 DUMP TRUCK	WATER FUND	WATER	490.14
	EXCAVATOR	WATER FUND	WATER	467.68
	2003 FORD 250	WATER FUND	WATER	14.00
	2015 FORD F150	WATER FUND	WATER	117.16
	2012 FORD F150	WATER FUND	WATER	104.52
	2006 CHEVY 2500 HD	SEWER FUND	SEWER	236.21
	2013 FORD F250	SEWER FUND	SEWER	92.59
	TUSCAWILLA PUMP	SEWER FUND	SEWER	265.72
	JETTER TRUCK	SEWER FUND	SEWER	545.10
			TOTAL:	2,333.12
LAW OFFICES OF HOY SHINGLETON, L.C.	ROXUL: 5/05 & 5/06/2020	SEWER FUND	NON-DEPARTMENTAL	260.00
	GENERAL: 5/01 - 5/29/20	SEWER FUND	SEWER	3,152.50
			TOTAL:	3,412.50
SNYDER ENVIRONMENTAL SERVICES, INC	CNTCR AP#004 RES 4, RT 9 P	SEWER FUND	NON-DEPARTMENTAL	1,114,717.05
	CLRNC DR PS CORE DRILLED	SEWER FUND	SEWER	1,460.00
			TOTAL:	1,116,177.05
SPRINT	MONTHLY CELL SERVICE	WATER FUND	WATER	914.12
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	138.04
	MONTHLY CELL SERVICE	SEWER FUND	SEWER	386.37
			TOTAL:	1,438.53
GERALD TAYLOR CO., INC.	SUPERVAC/ HAULING	SEWER FUND	SEWER	3,718.50
	SUPERVAC/ HAULING	SEWER FUND	SEWER	1,360.50
			TOTAL:	5,079.00
CI THORNBURG CO., INC.	GSKT, WSHR, BLDR	WATER FUND	WATER	83.50
	MTR BX CVR	WATER FUND	WATER	288.00
	CPLNGS, ADPTRS	WATER FUND	WATER	349.29
	NPLS, ELL LFS, CPLNGS	WATER FUND	WATER	2,770.53
	RADIO PIT LIDS	WATER FUND	WATER	725.00
			TOTAL:	4,216.32
TUSCAWILLA HILLS HOA INC	HOA DUES JUNE 2020	WATER FUND	WATER	36.00
			TOTAL:	36.00
USA BLUEBOOK	LIQUID HAND SANITIZER	WATER FUND	WATER	68.94
	CLOROX CLEANUP W/BLEACH	WATER FUND	WATER	41.07
	CLOROX CLEANUP W/BLEACH	WATER FUND	WATER	31.18
	SUPPLIES FOR WWTP	SEWER FUND	SEWER	1,930.94
			TOTAL:	2,072.13
MICHAEL B VENTERS	CONSULTING FEE, JUNE	SEWER FUND	SEWER	675.00
			TOTAL:	675.00
WIRELESS NETWORKS GROUP, INC.	MISC SVCS - MAY	WATER FUND	WATER	6,715.00
			TOTAL:	6,715.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	C2 PICKUPS: 6/04/20	WATER FUND	WATER	1,965.04
			TOTAL:	4,759.59
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	218.11
	SHREDDING, STORAGE	SEWER FUND	SEWER	218.11
			TOTAL:	436.22
J/R'S PLUMBING	LBR,MTRLS 606 N REYMANN ST	SEWER FUND	SEWER	649.50
			TOTAL:	649.50
JAMES RIVER EQUIPMENT	EQUIPMENT RENTAL	SEWER FUND	SEWER	1,000.00
	EQUIPMENT RENTAL	SEWER FUND	SEWER	300.00
	EQUIPMENT RENTAL	SEWER FUND	SEWER	4,200.00
	EQUIPMENT RENTAL	SEWER FUND	SEWER	4,200.00
	EQUIPMENT RENTAL	SEWER FUND	SEWER	4,200.00
	EQUIPMENT RENTAL	SEWER FUND	SEWER	4,200.00
			TOTAL:	18,100.00
JEFFERSON PUBLISHING COMPANY	MAR 11 AD, WWT OPRTR	SEWER FUND	SEWER	69.50
			TOTAL:	69.50
DONALD MICKEY	MOWING SUMMIT PT & PLYGRND	SEWER FUND	SEWER	250.00
			TOTAL:	250.00
THOMAS NALLS	MAY TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,411.22
			TOTAL:	3,411.22
LOGICAL CONCEPTS, INC	MONITORING LIFT& PUMP STAT	SEWER FUND	SEWER	493.00
			TOTAL:	493.00
PACE ANALYTICAL SERVICES, LLC	TESTING: QUARTERLY WV33019	SEWER FUND	SEWER	663.00
	TESTING: CT WEEKLY	SEWER FUND	SEWER	190.30
	TESTING: CT WEEKLY	SEWER FUND	SEWER	164.25
			TOTAL:	1,017.55
POTOMAC EDISON	210 001 251 003	WATER FUND	WATER	690.82
	110 142 543 724	WATER FUND	WATER	23.00
	210 001 251 003	SEWER FUND	SEWER	3,726.50
	110 142 543 724	SEWER FUND	SEWER	22.99
			TOTAL:	4,463.31
CORPORATION OF RANSON	APRIL GARBAGE	WATER FUND	NON-DEPARTMENTAL	273.67
	APRIL UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	2,384.75
			TOTAL:	2,658.42
SG PLUMBING, INC.	HICKORY LN 5/26/20	WATER FUND	WATER	490.00
	ORCHARD DR 5/26/20	WATER FUND	WATER	490.00
	NORTH WEST ST 5/27/20	WATER FUND	WATER	355.00
	NORTH WEST ST 5/27/20	WATER FUND	WATER	355.00
	NEW PEACH TREE 5/27/20	WATER FUND	WATER	170.00
	BEAUREGARD BLVD 5/28/20	WATER FUND	WATER	625.00
	STANDISH COURT 5/29/20	WATER FUND	WATER	490.00
	MOUNTAINEER COURT 5/29/20	WATER FUND	WATER	170.00
			TOTAL:	3,145.00
SHENANDOAH AIR CONDITIONING	DIAGNOSIS FOR WWTP	SEWER FUND	SEWER	99.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	SHN #1: 5/20/20	SEWER FUND	SEWER		226.25
	SHN #2: 5/20/20	SEWER FUND	SEWER		226.25
	RACE TRACK: 5/27/20	SEWER FUND	SEWER		169.25
	WENDY'S: 5/19/20	SEWER FUND	SEWER		290.50
	WOODLAWN MHP: 5/27/20	SEWER FUND	SEWER		145.50
				TOTAL:	2,099.25
WV DEPT OF HEALTH & HUMAN SERVICES	WATER TEST FLOURIDE	WATER FUND	WATER		15.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		100.00
	BACTERIOLOGICAL TESTING	WATER FUND	WATER		20.00
				TOTAL:	135.00
EI TECHNICAL SERVICES	MAINT/SVC FOR WWTP	SEWER FUND	SEWER		539.00
				TOTAL:	539.00
FASTENAL	SUPPLIES FOR CLARENCE PS	SEWER FUND	SEWER		113.52
				TOTAL:	113.52
FERGUSON WATERWORKS	MASKS	SEWER FUND	SEWER		98.00
				TOTAL:	98.00
FIFTH THIRD BANK	XXXX XXXX XXXX 4726	WATER FUND	WATER		216.50
	XXXX XXXX XXXX 4726	WATER FUND	WATER		312.57
	XXXX XXXX XXXX 4726	WATER FUND	WATER		512.32
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		1,934.59
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		1,124.92
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		751.23
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		165.40
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		108.61
	XXXX XXXX XXXX 4726	SEWER FUND	SEWER		306.41
				TOTAL:	5,432.55
GUTTMAN ENERGY	W/E 5/24/2020	WATER FUND	WATER		454.02
	W/E 5/31/2020	WATER FUND	WATER		640.05
	W/E 5/24/2020	SEWER FUND	SEWER		173.37
	W/E 5/31/2020	SEWER FUND	SEWER		211.67
				TOTAL:	1,479.11
GWIN DOBSON & FOREMAN INC	TUSC WWTP 5/01 - 5/30/2020	SEWER FUND	SEWER		1,688.00
				TOTAL:	1,688.00
HACH COMPANY	SUPPLIES FOR WTP	WATER FUND	WATER		1,444.06
				TOTAL:	1,444.06
HATCH ASSOCIATES CONSULTANTS, INC.	TO#4 H-359787 RT 9 PRJCT	SEWER FUND	NON-DEPARTMENTAL		93,693.87
				TOTAL:	93,693.87
HOME DEPOT CREDIT SERVICES	6035 3220 2465 6054	WATER FUND	WATER		130.01
	6035 3220 2465 6054	SEWER FUND	SEWER		242.57
				TOTAL:	372.58
PROTOUCH COMMUNICATIONS, LLC DBA INTOU	MAY SVCS: AFTER-HRS EMERGE	WATER FUND	WATER		138.39
				TOTAL:	138.39
INWOOD QUARRY, INC.	C2 PICKUPS: 6/02/20	WATER FUND	WATER		1,055.12
	C2 PICKUPS: 6/03/20	WATER FUND	WATER		1,739.43

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
NEAL O NILSEN	MATERIALS, LABOR 1/9 - 5/1	WATER FUND	WATER		3,163.62
	MANAGED SVCS	WATER FUND	WATER		275.00
	MATERIALS, LABOR 1/9 - 5/1	SEWER FUND	SEWER		3,163.62
	LABOR, MATERIALS 3/10/20	SEWER FUND	SEWER		375.00
				TOTAL:	6,977.24
BROY & SON PUMP SERVICE, INC.	PARTS FOR SHOP, SVC CALL	SEWER FUND	SEWER		3,006.82
				TOTAL:	3,006.82
BURNS FARM	LIME FOR BURNS FARM	SEWER FUND	SEWER		1,149.38
	LIME FOR BURNS FARM	SEWER FUND	SEWER		6,694.00
	MAY LOADS - 45	SEWER FUND	SEWER		7,785.00
				TOTAL:	15,628.38
CITY ELECTRIC SUPPLY CO	SUPPLIES	SEWER FUND	SEWER		27.93
	SUPPLIES	SEWER FUND	SEWER		1,025.00
				TOTAL:	1,052.93
CITY NATIONAL BANK	LOCKBOX SERVICES MAY	WATER FUND	WATER		1,356.59
	LOCKBOX SERVICES MAY	WATER FUND	WATER		641.88
	LOCKBOX SERVICES MAY	SEWER FUND	SEWER		1,356.59
	LOCKBOX SERVICES MAY	SEWER FUND	SEWER		641.88
				TOTAL:	3,996.94
CITY OF CHARLES TOWN	UB COLLECTIONS - MAY	WATER FUND	NON-DEPARTMENTAL		14,960.50
	JUNE RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	APR UTILITIES@ 661 S GEORG	WATER FUND	WATER		445.34
	JUNE RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	APR UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		445.34
				TOTAL:	18,401.18
CLIFFS CLEANING SERVICE	MAY CLEANING	WATER FUND	WATER		125.00
	MAY CLEANING	WATER FUND	WATER		365.00
	MAY CLEANING	SEWER FUND	SEWER		200.00
	MAY CLEANING	SEWER FUND	SEWER		100.00
	MAY CLEANING	SEWER FUND	SEWER		365.00
				TOTAL:	1,155.00
COMCAST BUSINESS	8299 31 008 0138502	WATER FUND	WATER		97.02
	8299 31 008 0138502	SEWER FUND	SEWER		97.02
				TOTAL:	194.04
CORE & MAIN	WA SUPPLIES (MTRBXS,RNGS,E	WATER FUND	WATER		8,081.06
	CC SAD EPOXY/SS BAND OD	WATER FUND	WATER		128.96
	SWR SUPPLIES (PIPES,PLUGS,	SEWER FUND	SEWER		568.77
	SEALS, CPLNGS, SWR SDR26S	SEWER FUND	SEWER		975.54
				TOTAL:	9,754.33
COYNE CHEMICAL	ZETAG 8868FS	SEWER FUND	SEWER		6,454.23
				TOTAL:	6,454.23
CUMMINS, INC	DEERFIELD PS: 5/18/20	SEWER FUND	SEWER		258.00
	EUCLID: 5/18/20	SEWER FUND	SEWER		194.00
	JEFFERSON HIGH: 5/19/20	SEWER FUND	SEWER		227.50
	JETTS FARM: 5/19/20	SEWER FUND	SEWER		204.75
	MOOSE LODGE: 5/20/20	SEWER FUND	SEWER		157.25